

Job Aid: Approve a User Training Request

Description: The purpose of this job aid is to guide users through the step-by-step process of approving a user training request.

Task A

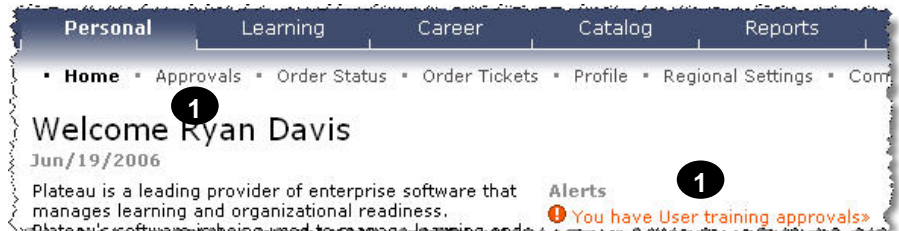
Approve a User Training Request
5 Steps

Task A: Approve a User Training Request

- 1 From the Home Page, click the **You have User training approvals** link.

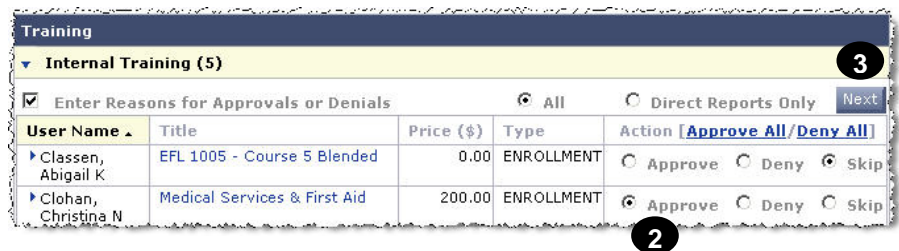
OR

- 1 Click on **Personal** → **Approvals** in the top menu.



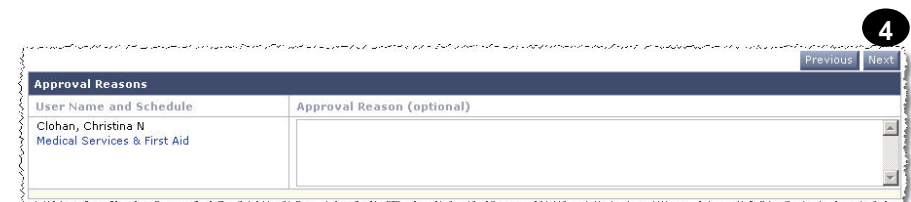
- 2 Click the **Approve** button next to the user's request.

- 3 Click the **Next** button.



Optional: Enter reasons for approval.

- 4 Click the **Next** button.



- 5 Click the **Confirm** button.



Email notifications will be sent to all affected users.

